

Facility Rental Fees – St. Bonifacius Council Chambers/Community Room

Class #1

Non Profit groups located within St. Bonifacius as approved by City Council.

Council Chambers and Community Room
Monday through Sunday – Free
Damage Deposit \$0.00

Class #2

Business/Residents of community private use of the Council Chambers. Community is defined as within the Fire Service Contract Area.

Council Chambers two (2) rentals per month at \$50.00/day and a \$50.00 damage deposit in the form of cash, cashier's check or money order.
Class 2 Council Chambers rental is limited to the work week 9:00 a.m. – 4:00 p.m. when the City Office is open.

Class #3

Business/Residents of community private use of the Community Room. Community is defined as within the Fire Service Contract Area.

Rental Fees

Monday through Thursday \$75.00 (Community Room)
Friday, Saturday, Sunday \$150.00 (Community Room)
Monday thru Thursday, mornings only, one day each week \$30.00 (Community Room)

Damage Deposit in the form of cash, cashier's check or money order
\$300.00

*Additional law enforcement fees may apply

Class #4

Business/Residents, outside of Fire Service Contract Area, private use of the Community Room.

Rental Fees

Monday through Thursday \$100.00 (Community Room)
Friday, Saturday, Sunday \$200.00 (Community Room)

Damage Deposit in the form of cash, cashier's check or money order
\$400.00

*Additional law enforcement fees may apply

Class #5

Approved Public Event Community Room Activity – St Bonifacius Resident Sponsored

Rental Fees

Monday through Sunday – Free (Council Chambers and Community Room)
(Accepted rental 5 business days before scheduled activity takes priority)

Damage Deposit in the form of cash, cashier's check or money order or check
\$200.00

Other Fees:

- Key Deposit: \$25.00/reservation
- Day Before Set-up/Day After Take-down Rental Fee: \$50.00 per day
- Rental fee will be reduced 20% for full day rentals of the Community Room for 3 or more consecutive days.

ST. BONIFACIUS CITY FACILITIES

RENTAL AGREEMENT

The City of St. Bonifacius has adopted the following rules, regulations, and procedures in connection with the private use or rental of the City Facilities (St. Bonifacius Hall) by individuals and organizations. The City of St. Bonifacius wants to help ensure that your event will be a success. To further this objective and to clearly communicate the City of St. Bonifacius' rental policies, we ask that the contact person for your event read, sign, return, and comply with this Rental Agreement. If at any time you have questions regarding this Rental Agreement, or need other information, please contact the St. Bonifacius City Offices.

Application Process:

1. Reservations may be made by telephone at 952.446.1061 or in person at St. Bonifacius City Hall, 8535 Kennedy Memorial Drive, St. Bonifacius.
2. A reservation will be held for fourteen (14) calendar days, at which time the following items will be due:
 - a) Signed Application
 - b) Signed Rental Agreement
 - c) Minimum of 50% of the applicable rental fee
 - d) Certificate of Insurance, if applicable
 - e) Signed Hold Harmless Agreement

If the aforementioned items are not received at St. Bonifacius City Hall within fourteen (14) calendar days after the reservation is made, the reservation will be cancelled.

The unpaid balance of the rental fee, and the full amount of the damage deposit, must be received at least seven (7) calendar days prior to the scheduled event. If they are not received at the St. Bonifacius City Hall at least seven (7) calendar days in advance of the scheduled event, the reservation will be cancelled and 25% of any rental fees paid to date will be forfeited.

3. When a reservation is made less than fourteen (14) calendar days prior to the scheduled event, the reservation will not be guaranteed until the User delivers to St. Bonifacius City Hall a signed Application, this signed Rental Agreement, the full amount of the applicable rental fee, the full amount of any required damage deposit as described in the rental fee schedule, a copy of the Certificate of Insurance, if applicable, and, if required, law enforcement fees.
4. Any rental fee(s) paid in advance will be returned if the event is cancelled and the City of St. Bonifacius receives written notice or phone call notification of the cancellation at least eight (8) calendar days prior to the scheduled event. If the City of St. Bonifacius does not receive such notice, 25% of any rental fees paid in advance will be forfeited.
5. The damage deposit will be applied to any outstanding balance due, and/or may be withheld for damages incurred during the event. Any balance will be refunded within two (2) weeks (14 calendar days) after the event date.
6. The individual who signs the Application and this Rental Agreement will be considered the contact person for any entity (the "User") for any required arrangements or communications with the City of St. Bonifacius with respect to the use or rental of St. Bonifacius City Facilities. The St. Bonifacius City Facilities procedures (and setup, if applicable) will be reviewed with the User at least a week prior to the event date. Youth groups (participants 18 and younger) must be chaperoned at a ratio of one adult per fifteen (15) youth, or such other ratio as the City of St. Bonifacius employee coordinating rentals (the "Rental Coordinator") deems necessary.

7. The Rental Coordinator reserves the right to cancel a Rental Agreement prior to the event if certain conditions exist. Reasons for cancellation include but are not limited to declared state of emergency, unsafe environmental or health conditions, damage or destruction of St. Bonifacius City Facilities, or utility services interrupted. In such an event, the User agrees that the City of St. Bonifacius shall have no responsibility or liability for any disruption or damages or loss for anything the User may suffer or incur due to such a cancellation. The City of St. Bonifacius will attempt to notify the User as soon as possible if such a cancellation occurs. All fees paid to the City of St. Bonifacius by the User shall be refunded to the User if the reservation is cancelled by the City of St. Bonifacius for any of the above reasons.

Subletting of the St. Bonifacius City Facilities is Prohibited:

1. Once a Rental Agreement with the User has been finalized, the User cannot assign, transfer, or sublet the reserved St. Bonifacius City Facilities to any other individual or organization. The User is required to maintain a presence throughout the duration of the reservation and at the scheduled event. If the reservation is assigned, transferred, or sublet to any other individual or group the City of St. Bonifacius will immediately revoke the User's future rental privileges. The User, with St. Bonifacius City Council approval, may have rental privileges reinstated.

Use of St. Bonifacius City Facilities:

Maximum Capacity – Community Room 177 persons

Maximum Capacity – Council Chambers 117 persons

(collectively the “St. Bonifacius City Facilities”)

1. Rental fees include the use of the specific rooms or level, plus any available tables and chairs. The City of St. Bonifacius does not guarantee that sufficient tables and chairs will be available for all guests if the projected attendance approaches the maximum capacity. Users should determine the number of tables and chairs available at St. Bonifacius City Facilities prior to the reservation date and make their own arrangements for additional tables and chairs, at their own cost, if necessary.
2. Decorations, banners, or signs that are taped, pinned, or affixed to the walls, ceilings or windows must not damage the paint or other surfaces, and must be completely removed at the conclusion of the reservation.
 - a) The use of all confetti including types such as metallic, plastic and paper are prohibited as a decoration.
 - b) Candles used for decoration must be in glass cases and have all flames contained.
 - c) Birdseed and rice are prohibited inside the St. Bonifacius City Facilities and on City of St. Bonifacius property.
 - d) A guest WI Fi is available for use:
Frontier9568 Password:
3. The hours of use stated in this Rental Agreement must be adhered to; such hours include all set-up time by the caterer and/or the User, and any required clean-up time.
4. Disorderly conduct is prohibited and punishable by ejection of the disorderly person(s) from the St. Bonifacius City Facilities by City staff and/or by law enforcement officers. The User shall be responsible for supervising the conduct of members of its organization or group.
5. The User shall leave the rooms, floors or areas used in a clean and orderly condition and shall replace any items that were removed.

6. All tables should be cleared and wiped off after the event, and all trash consolidated into proper receptacles. The User, and/or its caterer (if any), shall be responsible for taking all bags of trash to the dumpster located outside.
7. The City of St. Bonifacius will not be responsible for any items that are left at the St. Bonifacius City Facilities after the conclusion of the event.
8. City-owned table and chairs are not allowed outside of St. Bonifacius City Facilities without the advance written consent of the Rental Coordinator.
9. After business hours, If there are any problems or issues with equipment or the room, contact the Public Works after hours on-call telephone number 952-446-8193. During business hours contact city office.

Liability/Insurance:

1. The City of St. Bonifacius is not liable to the User, or to any of the User's members or guests, for any loss, damage, injury or illness related to or arising out of the use of or rental of St. Bonifacius City Facilities; please refer to the Hold Harmless Agreement that appears at the end of this Rental Agreement. In addition, neither the City of St. Bonifacius nor its employees or agents will be responsible for any items that are left at St. Bonifacius City Facilities by the User or by its caterer(s) or contracted service(s).
2. The User accepts full financial and legal responsibility for the conduct of its members and guests, and for any loss, breakage or damage to the rooms, equipment, or property of St. Bonifacius City Facilities. The City of St. Bonifacius reserves the right to assign or require supervisory staff, maintenance personnel or law enforcement personnel, at an additional cost to the User.
3. For uses of St. Bonifacius City Facilities that are commercial in nature (defined as those for which admission is charged in advance or at the door), the User must supply the City of St. Bonifacius with a Certificate of Insurance, naming the City of St. Bonifacius as an additional insured, and showing effective premises liability coverage in the amount of at least \$100,000 for a single claim and at least \$300,000 for multiple claims arising out of the same occurrence. The required Certificate of Insurance must be delivered to St. Bonifacius City Hall at least seven (7) calendar days prior to the scheduled event. If it is not received at St. Bonifacius City Hall at least seven (7) calendar days in advance of the scheduled event, the reservation will be cancelled, and any rental fees paid to date will be forfeited.

Security/Conduct:

1. Smoking is prohibited in all St. Bonifacius City Facilities.
2. For those events at which alcohol will be served, the Rental Coordinator reserves the right to require the User to have law enforcement personnel present, at the User's expense, during any portion(s) of the event.
The Rental Coordinator has determined a law enforcement officer must be present.
Yes _____ No _____
3. Persons attending events must confine themselves to the rooms and corridors assigned to their use. No alcoholic beverages will be allowed outside St. Bonifacius City Facilities without previous clearance from the Rental Coordinator.
4. The User must comply with all City of St. Bonifacius ordinances, Minnesota statutes, federal laws, and the established rules and regulations that apply to the authorized use of St. Bonifacius City Facilities.

Liquor, Wine, and Beer:

1. No liquor, wine, or beer shall be sold or otherwise exchanged for compensation in connection with the use of St. Bonifacius City Facilities, unless any such sale or exchange is conducted pursuant to the terms and conditions of an appropriate permit or license obtained from the City of St. Bonifacius. If admission is charged (in advance or at the door) for an event held at St. Bonifacius City Facilities, and if the admission price includes free access to liquor, wine or beer, those items will be considered to have been “sold,” or exchanged for compensation.
2. Under Chapter 8 of the St. Bonifacius City Code and state statute, the sale of intoxicating liquor is restricted to those individuals, companies or organizations that are granted a “Temporary On-Sale Liquor License” by the City of St. Bonifacius. Such licenses may be issued only to clubs or charitable, religious, or non-profit organizations that have been in existence for at least three (3) years. A St. Bonifacius City Facilities User may contract for liquor catering services with the holder of a full-year or temporary on-sale liquor license. All applications for Temporary On-Sale Liquor Licenses must be submitted at least one month prior to the scheduled event and must be approved by the St. Bonifacius City Council.
3. Under Section 8-2.6 of the St. Bonifacius City Code and state statute, the sale of 3.2 beer is restricted to those individuals, companies or organizations that are granted a “Temporary On-Sale Beer License” by the City of St. Bonifacius. Such licenses may be issued only to clubs or charitable, religious, or non-profit organizations. All applications for Temporary On-Sale Liquor Licenses must be submitted at least one month prior to the scheduled event and must be approved by the St. Bonifacius City Council.
4. Liquor, wine, and beer may be **served** in connection with events at the St. Bonifacius City Facilities **if** they are neither sold nor exchanged for compensation. As indicated above, if admission is charged (in advance or at the door) for an event held at St. Bonifacius City Facilities, and if the admission price includes free access to liquor, wine or beer, those items will be considered to have been “sold” or exchanged for compensation.
5. If the User intends to sell liquor, wine or beer at any event held at the St. Bonifacius City Facilities, the User must supply the City of St. Bonifacius with a Certificate of Insurance, naming the City of St. Bonifacius as an additional insured, and showing effective dram shop or public liability coverage in the amount of at least \$100,000 for a single claim and at least \$500,000 for multiple claims arising out of the same occurrence. The required Certificate of Insurance must be delivered to St. Bonifacius City Hall at least seven (7) calendar days prior to the scheduled event. If it is not received at St. Bonifacius City Hall at least seven (7) calendar days in advance of the scheduled event, the reservation will be cancelled, and any rental fees paid to date will be forfeited.

HOLD HARMLESS AGREEMENT

I understand that my use of the St. Bonifacius City Facilities is voluntary and that I am using it for my benefit (and for the benefit of my organization and its guests) only. I agree that my use of the St. Bonifacius City Facilities is undertaken at my own risk, and that the City of St. Bonifacius will not be liable for any claims, injuries, or damages of any nature incurred by me, or by members of my organization or its guests, due to the negligence of members of my organization or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly and forever release and discharge the City of St. Bonifacius, and its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify, and hold harmless the City of St. Bonifacius from any claims, injuries, or damages of whatever nature arising out of, or connected with, my use of the St. Bonifacius City Facilities. I also agree to reimburse the City of St. Bonifacius for any damage, breakage, maintenance, or cleanup costs arising out of my use of the St. Bonifacius City Facilities, without regard to whether or not any such reimbursement exceeds the amount of any damage deposit that I may have paid.

On behalf of myself and [if applicable] my group or organization and its members, I hereby accept and agree to the terms of this Rental Agreement for the use of St. Bonifacius City Facilities on the following date(s): _____.

Signature of User or User Representative

Date

Print name here: _____

Please return this signed and dated form to:

City of St. Bonifacius
Attn: Rental Coordinator
8535 Kennedy Memorial Drive
St. Bonifacius MN 55375

APPROVED BY:

Rental Coordinator

Date

Community Room Cleaning List

Cleaning List is to be signed & turned in after rentals (when keys are returned) or after each group usage.

City Staff will review the list during the next business day and will contact the renter/groups' contract contact person if additional cleaning is necessary.

Maintenance/Cleaning Closet

- Cleaning supply closet is located next to the Men's restroom & the key to unlock it is on the same key ring as the front door.
- Supplies/brooms/mops returned
- More copies of the cleaning list will be in the closet to grab each time

Bathrooms

- Toilets in working order and cleaned
- Accessories (Towel holder and toilet paper holder not damaged)
- Mirrors cleaned with Windex & Sinks with Wipes
- Floors Swept / Wet Mopped
- Garbage cans emptied, replace bag

Main Room

- Thermostat returned to original temperature
- Decorations: Tape/Pins & Streamers/Paper removed
- Walls & panels not damaged/stained
- Floor Swept / Wet Mopped
- Rugs vacuumed
- Garbage cans emptied, replace bag
- Tables & chairs cleaned
- Returned to original condition:
 - Tables: (29)
 - 14 set up in room
 - 6 Wall Rack (6-8ft tables RT side)
 - 5 Floor (5-8ft Rt side under wall rack)
 - 4 Floor (4-6ft set on short side LT side back in corner)
 - Chairs (168)
 - 84 at tables (6 at each table)
 - 12 Hanging on wall (4 each hook – 1 hook RT side, 2 hooks LT side)
 - 32 Rack (16 each side)
 - 40 Closets (closet #1 = 0; closet #2 = 10, closet #3 = 30)

Kitchen

- Items brought in are removed from refrigerator
- Appliances cleaned if used, including coffee maker and air pot
- Garbage/Recycle cans under sink are emptied

Entry/Lobby

- Thermostat returned to original temperature
- Swept & Wet Mopped
- Rug vacuumed

Trash/Other

- Trash & recycling removed and put in outside carts located behind the building
- Replace bags in containers
- Pick up front & back of building (i.e.: cigarette butts, etc.)
- Removable Allen wrench is located at the end of the chain at each entrance to the Community Room.
- Damages: Renter to inform the City office of damages by calling the City office on the next business day or leaving a message at 952-446-1061.

Signed by Renter/Group Representative: _____ Date: _____

Signed by Staff: _____ Date: _____